

FINANCE & ADMINISTRATIVE SERVICES

The Finance and Administrative Services Department provides internal services including accounting, information technology, purchasing, mail and copy service, risk management, cash management and investment, energy management, facilities management, and facilities security.

MISSION

The Finance and Administrative Services Department seeks to provide timely, accurate and relevant financial information to departments, provide innovative business solutions and protect city resources.

FISCAL YEAR 2003 HIGHLIGHTS

The Finance Department's proposed FY/03 budget includes operational savings and the reduction of twenty-six positions. The budget proposal also includes the transfer of the Capital Implementation Program (CIP) and twenty-nine positions from the CAO's office to Finance.

In the General Fund there is a reduction of fifteen positions and operational savings for a total of \$1.4 million. New facilities, e-government initiatives and other CIP coming-on-line result in an increase of \$717 thousand.

In the City/County Facilities Fund, there is a net reduction of \$328 thousand. This includes a reduction of

\$242 thousand by outsourcing janitorial services currently performed by the county and \$100 thousand in utilities. There is also the deletion of two vacant positions in this fund. Approximately 30% of the costs in this fund are paid by Bernalillo County.

There is a slight increase of \$29 thousand in the Plaza del Sol Building Fund for FY/03. This is primarily due to increased salary and benefit costs.

The Risk Management Fund increased by \$3.3 million primarily for anticipated Workers Compensation and Tort and Other claims in FY/03. The proposed budget includes a reduction of seven positions and savings of approximately \$318 thousand. These reductions will result in savings to the General Fund and other funds in future years. Additionally, the Risk Management Division has developed a five-year recovery plan to eliminate the deficit in the fund balance.

The Supplies Inventory Management Fund decreased by \$55 thousand from the FY/02 level. This is primarily due to a reduction in the indirect overhead.

The Communications Management Fund had a slight increase of \$9 thousand over FY/02. The proposal includes a reduction of two positions and savings of approximately \$84 thousand.

	ACTUAL FY/01	APPROVED BUDGET FY/02	ESTIMATED ACTUAL FY/02	PROPOSED BUDGET FY/03	CHANGE 02-03
PROGRAM STRATEGY SUMMARY BY GOAL:					
GOAL 8: ORGANIZATIONAL EXCELLENCE					
<u>GENERAL FUND - 110</u>					
Accounting	2,573	2,827	2,723	2,628	(95)
Capital Implementation	0	0	0	1,902	1,902
City Buildings	4,070	4,184	4,184	4,325	141
Citywide Financial Support Services	909	623	455	442	(13)
Information Services	7,221	7,131	6,974	7,000	26
Purchasing	1,044	1,160	1,053	1,025	(28)
Strategic Support	324	390	363	306	(57)
Treasury	1,305	1,413	1,359	1,340	(19)
Transfer from Fund 110 to Fund 290	2,828	2,461	2,237	2,503	266
Transfer from Fund 110 to Fund 292	944	896	896	1,133	237
Transfer from Fund 110 to Fund 730	0	0	0	0	0
Total General Fund - 110	21,218	21,085	20,244	22,604	2,360
<u>CITY COUNTY FACILITIES FUND 290</u>					
City/County Building	2,468	2,840	2,666	2,512	(154)
Transfer from Fund 290 to Fund 110	86	86	86	86	0
Transfer from Fund 290 to Fund 435	1,305	1,200	1,200	1,200	0
Total City County Facilities Fund - 290	3,859	4,126	3,952	3,798	(154)

FINANCE & ADMINISTRATIVE SERVICES

	ACTUAL FY/01	APPROVED BUDGET FY/02	ESTIMATED ACTUAL FY/02	PROPOSED BUDGET FY/03	CHANGE 02-03
<u>PLAZA DEL SOL BUILDING OPERATING FUND 292</u>					
Plaza del Sol Building 292	687	682	682	715	33
Transfer from Fund 292 to Fund 405	569	572	572	568	(4)
Total Plaza del Sol Building Fund - 292	1,256	1,254	1,254	1,283	29
<u>RISK MANAGEMENT FUND 705</u>					
Employee Equity	48	68	0	0	0
Employee Health Services	394	423	380	264	(116)
Safety Office	913	1,000	915	772	(143)
Substance Abuse Program	284	283	245	244	(1)
Tort and Other Claims	17,638	14,004	15,037	16,667	1,630
Workers' Compensation Claims	3,864	3,067	3,695	4,319	624
Transfer from Fund 705 to Fund 110	979	1,011	1,011	910	(101)
Total Risk Management Fund - 705	24,120	19,856	21,283	23,176	1,893
<u>SUPPLIES INVENTORY MANAGEMENT FUND 715</u>					
Materials Management	555	512	498	532	34
Transfer from Fund 715 to Fund 110	418	276	276	201	(75)
Total Supplies Inventory Management Fund - 715	973	788	774	733	(41)
<u>COMMUNICATIONS MANAGEMENT FUND 745</u>					
City Communications	819	1,011	980	1,034	54
Transfer from Fund 745 to Fund 110	220	249	228	235	7
Total Communications Management Fund - 745	1,039	1,260	1,208	1,269	61
<u>CITY/COUNTY PROJECTS FUND 285</u>					
City/County Projects	10	91	91	91	0
Transfer from Fund 285 to Fund 110	82	82	82	82	0
Total City/County Projects Fund - 285	92	173	173	173	0
<u>VEHICLE/COMPUTER PROJECT FUND 730</u>					
Total Computer Projects - 730	881	0	0	500	500
TOTAL - GOAL 8	53,438	48,542	48,888	53,536	4,648
TOTAL APPROPRIATIONS	53,438	48,542	48,888	53,536	4,648
Intradepartmental Adjustment	3,854	3,439	3,215	3,718	503
NET APPROPRIATIONS	49,584	45,103	45,673	49,818	4,145
TOTAL FULL TIME POSITIONS	326	320	301	306	5

CITY COUNTY PROJECTS FUND - 285
RESOURCES, APPROPRIATIONS, AND FUND BALANCE

	ACTUAL FY/00	ACTUAL FY/01	APPROVED BUDGET FY/02	ESTIMATED ACTUAL FY/02	PROPOSED BUDGET FY/03	CHANGE 02-03
RESOURCES:						
Miscellaneous Revenue	18	41	20	22	20	(2)
Information Systems Services Revenue	<u>175</u>	<u>173</u>	<u>173</u>	<u>173</u>	<u>173</u>	<u>0</u>
Total Current Resources	193	214	193	195	193	(2)
Beginning Fund Balance	<u>358</u>	<u>451</u>	<u>404</u>	<u>404</u>	<u>426</u>	<u>22</u>
TOTAL RESOURCES	<u>551</u>	<u>665</u>	<u>597</u>	<u>599</u>	<u>619</u>	<u>20</u>
APPROPRIATIONS:						
City/County Projects	29	10	91	91	91	0
Transfer to General Fund - 110	<u>71</u>	<u>82</u>	<u>82</u>	<u>82</u>	<u>82</u>	<u>0</u>
TOTAL APPROPRIATIONS	<u>100</u>	<u>92</u>	<u>173</u>	<u>173</u>	<u>173</u>	<u>0</u>
ADJUSTMENTS TO FUND BALANCE	<u>0</u>	<u>(169)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
ENDING FUND BALANCE	<u>451</u>	<u>404</u>	<u>424</u>	<u>426</u>	<u>446</u>	<u>20</u>

CITY/COUNTY FACILITIES FUND - 290
RESOURCES, APPROPRIATIONS, AND FUND BALANCE

	ACTUAL FY/00	ACTUAL FY/01	APPROVED BUDGET FY/02	ESTIMATED ACTUAL FY/02	PROPOSED BUDGET FY/03	CHANGE 02-03
RESOURCES:						
Miscellaneous Revenues	25	60	25	32	25	(7)
Intergovernmental Revenue Rent - County	1,212	1,205	1,204	1,205	1,218	13
Transfer from General Fund - 110 Rent	<u>2,534</u>	<u>2,828</u>	<u>2,461</u>	<u>2,237</u>	<u>2,503</u>	<u>266</u>
Total Current Resources	3,771	4,093	3,690	3,474	3,746	272
Beginning Fund Balance	<u>415</u>	<u>482</u>	<u>630</u>	<u>630</u>	<u>152</u>	<u>(478)</u>
TOTAL RESOURCES	<u>4,186</u>	<u>4,575</u>	<u>4,320</u>	<u>4,104</u>	<u>3,898</u>	<u>(206)</u>
APPROPRIATIONS:						
City/County Facilities' Operations	2,670	2,468	2,840	2,666	2,512	(154)
Transfers to Other Funds	<u>1,136</u>	<u>1,391</u>	<u>1,286</u>	<u>1,286</u>	<u>1,286</u>	<u>0</u>
TOTAL APPROPRIATIONS	<u>3,806</u>	<u>3,859</u>	<u>4,126</u>	<u>3,952</u>	<u>3,798</u>	<u>(154)</u>
ADJUSTMENTS TO FUND BALANCE	<u>102</u>	<u>(86)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
ENDING FUND BALANCE	<u>482</u>	<u>630</u>	<u>194</u>	<u>152</u>	<u>100</u>	<u>(52)</u>

PLAZA DEL SOL BUILDING FUND - 292
RESOURCES, APPROPRIATIONS, AND FUND BALANCE

	ACTUAL FY/00	ACTUAL FY/01	APPROVED BUDGET FY/00	ESTIMATED ACTUAL FY/02	PROPOSED BUDGET FY/03	CHANGE 02-03
RESOURCES:						
Miscellaneous Revenues	177	275	358	358	145	(213)
Interfund Revenue	<u>530</u>	<u>974</u>	<u>926</u>	<u>926</u>	<u>1,133</u>	<u>207</u>
Total Current Resources	707	1,249	1,284	1,284	1,278	(6)
Beginning Fund Balance	<u>257</u>	<u>5</u>	<u>0</u>	<u>0</u>	<u>30</u>	<u>30</u>
TOTAL RESOURCES	<u>964</u>	<u>1,254</u>	<u>1,284</u>	<u>1,284</u>	<u>1,308</u>	<u>24</u>
APPROPRIATIONS:						
Plaza del Sol Building Operations	684	687	682	682	715	33
Transfers to Other Funds	<u>274</u>	<u>569</u>	<u>572</u>	<u>572</u>	<u>568</u>	<u>(4)</u>
TOTAL APPROPRIATIONS	<u>958</u>	<u>1,256</u>	<u>1,254</u>	<u>1,254</u>	<u>1,283</u>	<u>29</u>
ADJUSTMENTS TO FUND BALANCE	<u>(1)</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
ENDING FUND BALANCE	<u>5</u>	<u>0</u>	<u>30</u>	<u>30</u>	<u>25</u>	<u>(5)</u>

RISK MANAGEMENT FUND - 705
RESOURCES, APPROPRIATIONS, AND FUND BALANCE

	ACTUAL FY/00	ACTUAL FY/01	APPROVED BUDGET FY/02	ESTIMATED ACTUAL FY/02	PROPOSED BUDGET FY/03	CHANGE 02-03
RESOURCES:						
Miscellaneous Revenues	1,371	1,904	1,350	1,350	828	(522)
Internal Service Revenues	<u>15,905</u>	<u>15,756</u>	<u>19,988</u>	<u>19,988</u>	<u>24,173</u>	<u>4,185</u>
Total Current Resources	17,276	17,660	21,338	21,338	25,001	3,663
Beginning Working Capital Balance	<u>16,926</u>	<u>14,570</u>	<u>7,743</u>	<u>7,743</u>	<u>7,510</u>	<u>(233)</u>
TOTAL RESOURCES	<u>34,202</u>	<u>32,230</u>	<u>29,081</u>	<u>29,081</u>	<u>32,511</u>	<u>3,430</u>
APPROPRIATIONS:						
Internal Service Operations	18,317	23,390	19,008	20,560	22,670	2,110
Transfer to General Fund - 110	<u>966</u>	<u>979</u>	<u>1,011</u>	<u>1,011</u>	<u>910</u>	<u>(101)</u>
TOTAL APPROPRIATIONS	<u>19,283</u>	<u>24,369</u>	<u>20,019</u>	<u>21,571</u>	<u>23,580</u>	<u>2,009</u>
ADJUSTMENTS TO WORKING CAPITAL	<u>(349)</u>	<u>(118)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
ENDING WORKING CAPITAL BALANCE	<u>14,570</u>	<u>7,743</u>	<u>9,062</u>	<u>7,510</u>	<u>8,931</u>	<u>1,421</u>

SUPPLIES INVENTORY MANAGEMENT FUND - 715
RESOURCES, APPROPRIATIONS, AND FUND BALANCE

	ACTUAL FY/00	ACTUAL FY/01	APPROVED BUDGET FY/02	ESTIMATED ACTUAL FY/02	PROPOSED BUDGET FY/03	CHANGE 02-03
RESOURCES:						
Miscellaneous Revenues	52	72	36	34	30	(4)
Internal Service Revenues	<u>755</u>	<u>819</u>	<u>666</u>	<u>666</u>	<u>600</u>	<u>(66)</u>
Total Current Resources	807	891	702	700	630	(70)
Beginning Working Capital Balance	<u>694</u>	<u>667</u>	<u>190</u>	<u>190</u>	<u>116</u>	<u>(74)</u>
TOTAL RESOURCES	<u>1,501</u>	<u>1,558</u>	<u>892</u>	<u>890</u>	<u>746</u>	<u>(144)</u>
APPROPRIATIONS:						
Internal Service Operations	476	555	512	498	532	34
Transfer to General Fund - 110	<u>135</u>	<u>418</u>	<u>276</u>	<u>276</u>	<u>201</u>	<u>(75)</u>
TOTAL APPROPRIATIONS	<u>611</u>	<u>973</u>	<u>788</u>	<u>774</u>	<u>733</u>	<u>(41)</u>
ADJUSTMENTS TO WORKING CAPITAL	<u>(223)</u>	<u>(395)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
ENDING WORKING CAPITAL BALANCE	<u>667</u>	<u>190</u>	<u>104</u>	<u>116</u>	<u>13</u>	<u>(103)</u>

VEHICLE/COMPUTER PROJECT FUND 730
RESOURCES, APPROPRIATIONS, AND FUND BALANCE

	ACTUAL FY/00	ACTUAL FY/01	APPROVED BUDGET FY/02	ESTIMATED ACTUAL FY/02	APPROVED BUDGET FY/03	CHANGE 02-03
RESOURCES:						
Miscellaneous Revenues	566	554	0	0	0	0
Charges for Services-Replacement	104	2,172	0	0	0	0
Interfund Revenue-Purchases	<u>61</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,500</u>	<u>1,500</u>
Total Current Resources	731	2,726	0	0	1,500	1,500
Beginning Fund Balance	<u>4,552</u>	<u>451</u>	<u>205</u>	<u>205</u>	<u>161</u>	<u>(44)</u>
TOTAL RESOURCES	<u>5,283</u>	<u>3,177</u>	<u>205</u>	<u>205</u>	<u>1,661</u>	<u>1,456</u>
APPROPRIATIONS:						
Internal Service Operations:						
Computer Projects	2,664	881	0	0	500	500
Vehicle Projects	3,860	1,484	0	44	1,000	956
Transfer to General Fund - 110	<u>0</u>	<u>2,174</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL APPROPRIATIONS	<u>6,524</u>	<u>4,539</u>	<u>0</u>	<u>44</u>	<u>1,500</u>	<u>1,456</u>
ADJUSTMENT TO WORKING CAPITAL	<u>1,692</u>	<u>1,567</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
ENDING WORKING CAPITAL BALANCE	<u>451</u>	<u>205</u>	<u>205</u>	<u>161</u>	<u>161</u>	<u>0</u>

COMMUNICATIONS MANAGEMENT FUND - 745
RESOURCES, APPROPRIATIONS, AND FUND BALANCE

	ACTUAL FY/00	ACTUAL FY/01	APPROVED BUDGET FY/02	ESTIMATED ACTUAL FY/02	PROPOSED BUDGET FY/03	CHANGE 02-03
RESOURCES:						
Miscellaneous Revenues	22	38	15	13	10	(3)
Internal Service Revenues	<u>903</u>	<u>1,033</u>	<u>981</u>	<u>1,011</u>	<u>1,151</u>	<u>140</u>
Total Current Resources	925	1,071	996	1,024	1,161	137
Beginning Working Capital Balance	<u>291</u>	<u>315</u>	<u>345</u>	<u>345</u>	<u>160</u>	<u>(185)</u>
TOTAL RESOURCES	<u>1,216</u>	<u>1,386</u>	<u>1,341</u>	<u>1,369</u>	<u>1,321</u>	<u>(48)</u>
APPROPRIATIONS:						
Internal Service Operations	736	819	1,011	981	1,034	53
Transfer to General Fund - 110	<u>162</u>	<u>220</u>	<u>249</u>	<u>228</u>	<u>235</u>	<u>7</u>
TOTAL APPROPRIATIONS	<u>898</u>	<u>1,039</u>	<u>1,260</u>	<u>1,209</u>	<u>1,269</u>	<u>60</u>
TOTAL ADJUSTMENTS	<u>(3)</u>	<u>(2)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
ENDING WORKING CAPITAL BALANCE	<u>315</u>	<u>345</u>	<u>81</u>	<u>160</u>	<u>52</u>	<u>(108)</u>